

MEETING MINUTES

July 21, 2000

ATTENDANCE

Members: Erv Blythe, Cheryl Clark, Ray Davis, Jan Fatouros, Chip German, Patti Higgins, Joy Hughes, Bill Landsidle, Ken Mittendorff, David Molchany, Lan Neugent, Mike O'Neil, Gerald Pacyna, Kim Peters, Naseem Reza, Jerry Simonoff, David Sullivan, Mike Thomas, Mark Willis, Bill Wilson, JoJo Martin, Andy Poarch, Bette Dillehay, Dan Ziomek, Murali Rao, Susan Brooker-Gross

Staff and Guests: Rodney Willett, Tracy Smith, Mike Ware

Welcome

Mr. Mike O'Neil, Chairperson

ANNOUNCEMENT AND DEMONSTRATION OF THE "MyVirginia" HOMEPAGE

Secretary Upson gave an overview of the "My Virginia" homepage. Secretary Upson stated that Virginia would be the first state to put this electronic government interactive Web page in place and run it across all levels government. Upson discussed his thoughts on the "My Virginia" homepage stating that was not just going to be a portal, but a portal to market through. Mr. Rodney Willett of VIPNet performed a demonstration of the "My Virginia personalized Homepage." Mr. Willett stated that this site has been set up to try to filter all Virginia government information through this one Web site. He explained that this homepage lets the citizen decide what they want to see on **their** government homepage.

WORKGROUP UPDATES

Communications Workgroup. Joy Hughes gave an update on the Communications workgroup. Dr. Hughes discussed the importance of communicating with the citizens and legislators about

how important e-government is. She stated that the Workgroup members have been writing articles, making presentations, participating in press releases and hosting a booth at COVITS this year to provide handouts for this purpose.

Digital Signatures Workgroup. Chip German gave an update on the Digital Signatures Workgroup. Mr. German stated that they had established certification authorities at DIT, VIPNet, UVA, and the Department of Game and Inland Fisheries. He also discussed the fact that citizens having a single PIN to use for multiple transactions between agencies along with the citizen's having a single certificate will bring together the context of the citizen portal initiative.

Enterprise Architecture Workgroup. David Molchany gave an update on the Enterprise Architecture Workgroup. Mr. Molchany stated that the Web site will be redesigned by Design.com to make it more flexible, dynamic and to make it easier to maintain as things change. The redesign was also done to coordinate with COTS and the Secretary of Technology Web sites.

IT Recruitment and Retention Workgroup. Linda Harber gave an update of the IT Staff Recruitment and Retention. She discussed a statewide survey that was given by Patti Higgins, to get feedback on what has worked over the last year in reference to staffing, recruitment and retention. Ms. Harber stated that the Workgroup found through the survey was that the bonuses for Y2K were helpful in retaining employees.

Organizational Workgroup. Gerry Pacyna gave an update from the Organizational Workgroup. He distributed handouts and which gave two recommendations to COTS for review and action. The first item was the Commonwealth of Virginia Information and Technology Resource Management Standard on the process, development and adoption of policy guidelines and standards. The second item for review and action was on the project management program framework.

Privacy, Security and Access Workgroup. Mike O'Neil gave an update on the Privacy, Security and Access workgroup. Mr. O'Neil discussed some ideas that his group (which has been divided into subdivisions) had come up with. The first action was to come up with informational and educational material to help agencies understand the implementations that were taking place. He also stated that they also wanted to chair a workgroup at COVITS to discuss the top 10 security threats from the Internet.

State and Local Application and Network Integration Workgroup. David Sullivan gave an update on the state and local application and network integration. Mr. Sullivan led a discussion on adopting the vision statement of a single statewide network. The motion was carried and COTS approved the vision statement.

Telecommunications Workgroup. Jim Peters gave an update on the telecommunications workgroup. He stated that they had a sub-group on voice-over IP and that there was a Web page on voice-over IP on the COTS web page. Mr. Peters also discussed the fact that they were also looking into cellular wireless web, paging, mobile computing and other types of wireless technology.

REVIEW OF TWO INFORMATION AND TECHNOLOGY RESOURCE MANAGEMENT STANDARDS

Dan Ziomek highlighted a couple of points of the COV ITRM Standard GOV2000-XX. The first point that he discussed was the fact that this Standard adapted COTS as a central focal point for the staffing, coordination, and recommended approval of all policy standards and guidelines to the Secretary of Technology. The second point stated that the process is dependent on receiving advanced information about policies, standards and guidelines. Dan explained that if advance information is given, it will give the Department of Technology Planning time to begin the initial development of a decision package to bring back to COTS. The motion was carried and COTS adopted the Policy Standards and Guidelines process for development, adoption and distribution.

Mr. O'Neil discussed a few key revisions for Information and Technology Resource Management Standard 95-1. The purpose of the revision is to put into place an organizational structure to address how to look at information and technology security. Mr. O'Neil stated that the idea would be to provide small, medium or large agencies with guidelines to evaluate their own plans and to put out some specific audit guidelines to allow agencies to conduct self-audits. The motion was carried and COTS adopted 95-1 as revised.

PRESENTATION ON "PROJECT MGMT (PM) BLVD"

Robbins-Gioia, Inc.

Mr. Pacyna and Ms. Dillehay discussed the proposed framework that was related to the project MGMT program. Mr. Pacyna stated that they decided to develop a project management program workgroup to develop and work with the framework. The first part of the proposal was that there be a separate workgroup establish and the second part of proposal was that the workgroup should validate or apply the framework and bring it through. Ms. Dillehay announced that the workgroup's mission would be to establish project management as an ongoing and viable component within state government, especially dealing with Information Technology. They also discussed Executive Orders 65 and 51 which reinforced the basic principle of establish project mgmt ans an ongoing component within the Commonwealth

Organizational and Meeting Schedule Changes:

Andy Poarch walked through a few organizational changes. These changes include establishing an executive committee and moving Council meetings to bi-monthly while the Executive Committee met in the intervening months. The motions on these two items were carried and adopted.

Old Business/New Business/Public Comment Period

During this period the members moved and seconded the motion to have Dave Nims as the Executive Director who would connect the e-government division to COTS.

Adjourn at 12:00 pm

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